



FY 2006  
*EMERGENCY MANAGEMENT  
PERFORMANCE GRANT  
(EMPG)*

SUBGRANTEE  
PROGRAM AND APPLICATION  
GUIDANCE



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## **I. PROGRAM GUIDANCE**

### **A. OVERVIEW**

Recent national disasters underscore the importance of emergency management in the preparation for and response to disasters. With funds provided through the FY06 EMPG, local governments have the opportunity to establish and maintain individual emergency management programs based on identified needs and priorities for strengthening their capabilities, while simultaneously addressing issues of national concern. Emergency management must be able to respond to natural and manmade hazards, homeland security-related incidents, and other emergencies that may threaten the safety and well-being of citizens and communities. An all-hazards approach to emergency management encourages effective and consistent response to any disaster or emergency, regardless of the cause. Emergency management plays an important role in the implementation of national priorities, such as NIMS, the NRP, and the Goal. Emergency management must be the leader in all-hazards planning, training, and exercises to ensure a seamless response when disasters occur at the local level, and when State and Federal assistance is needed.

### **B. ELIGIBLE APPLICANTS**

The Nebraska Emergency Management Agency (NEMA) as the State Administrative Agency (SAA) is the only Nebraska agency eligible to apply directly to ODP for FY2006 EMPG funds and is responsible for providing sub grants to eligible local county governments. Eligible local county governments are those that:

1. are in compliance with the Office of Management and Budget (OMB) Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; the OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments; and the OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations;
2. are in compliance with 44 CFR 13.20, Subpart C - Post-Award Requirements setting standards for financial management systems;
3. are in compliance with the Non-Construction Program Assurances and the Drug-Free Workplace Requirements;
4. are in compliance with the Nebraska Emergency Management Act (Revised Statutes of Nebraska Section 81-829.31; Sections 81-829.36 to 81-829.75);
5. maintain of a system of personnel administration in conformance with standards prescribed by the Office of Personnel Management. Reference 5 CFR, Part 900, Subpart F, "OPM Standards for a Merit System of Personnel Administration";
6. maintain an electronic (computer) system to exchange data with NEMA;
7. submit a satisfactory application on the forms provided by NEMA;

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8. agree to submit reports to NEMA of agency activities and expenses according to instructions provided by NEMA;
9. agree to participate in workshops, meetings, and training sessions on a regular basis with NEMA Staff members.

### C. FUNDING

Per Congressional direction, FY06 EMPG funds have been allocated consistent with previous fiscal years. Subject to Office for Domestic Preparedness (ODP) approval of the State EMPG submittal, EMPG subgrantee awards have a 50% Federal and 50% local State cost-share cash requirement. Unless otherwise authorized by law, Federal funds can not be matched with other Federal funds. EMPG funds available after matching NEMA's EMPG budget will be allocated to subgrantees based upon the desire to fund each subgrantee at the 50 per cent level and to utilize all approved federal dollars. The following funding formula will be utilized as the basis for subgrantee funding after State support has been determined:

1. \$12,000 per individual county.
2. \$12,000 per region for first county, \$6,000 per county in Region for next two counties, and a pro rata amount for additional counties in the Region.
3. Counties participating in the EMPG process prior to FY 2001 will receive their allotments based upon FY 2001 until such time adjustments need to be made because of funding levels increases or decreases and/or the addition of new counties or regions to the EMPG program.

### D. EMPG WORK PLANS

Subgrantee work plans for FY2006 are expected to ensure that emergency management capabilities are developed and maintained in local jurisdictions sufficient to provide the basis for dealing effectively with catastrophic disasters and homeland security emergencies.

1. **FY 2006 EMPG Subgrantee work plan expectations are:**
  - ***Maintenance of Local Emergency Operations Plans to State planning standards***
  - ***Serve as local point for coordination of Department of Homeland Security grant programs***
  - ***Maintenance of office/EOC capabilities***
  - ***Serve as coordination point for local level training and exercising***
  - ***Serve as coordination point for local disaster response and integration into State Assistance at time of disaster or emergency***

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### 2. Statement of Work

On Form 05-06 (Subgrantee Work Plan and Performance Report) each subgrantee must provide a statement of work for each work plan expectation stated in D.1 above. The statements of work are expected to be statements that consist of activities and projects to be accomplished during the performance period that are based on the expectations. ***The Statements of Work are considered part of the Application Process.***

### E. PERIOD OF PERFORMANCE

The period of performance for the FY 2006 EMPG is 24 months, from ***October 1, 2005*** through ***September 30, 2007***. Although the EMPG is an annual process, this period of performance will allow subgrantees maximum flexibility to plan and coordinate the use of EMPG funds.

### F. ALLOWABLE COSTS

In support of the Subgrantee Work Plan expectations, the 2006 EMPG Subgrantee allowable costs are:

Personnel Expense: Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable under FY06 EMPG. These costs must comply with OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*. Personnel costs should still be linked to achieving objectives outlined in the EMPG work plan.

Operating Expense: This includes costs to operate the local agency to include:

- Rent
- Insurance
- Phones
- IT capabilities
- Utilities
- Office equipment
- Computer and related items
- EOC equipment
- Radios and pagers for administrative purposes
- Professional dues and subscriptions
- Items such as printing, postage, communications, data processing, etc

Equipment Costs Guidance:

Allowable Authorized Equipment List (AEL) categories for the FY06 EMPG Subgrant are:

- Information Technology (Category 4)
- Cyber-Security Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Power Equipment (Category 10)

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- Physical Security Enhancement Equipment (Category 14)
- Other Authorized Equipment (Category 21).

The AEL categories may be found on the Responder Knowledge Base (RKB), which is sponsored by ODP and the National Memorial Institute for the Prevention of Terrorism (MIPT) at: <http://www.rkb.mipt.org>.

### **G. UNALLOWABLE COSTS**

- Meals, lodging, automobile fuel and automobile mileage reimbursement are not allowable reimbursement costs.
- Construction and renovation are generally prohibited.
- EMPG funds may not be used to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.

### **H. APPLICATION SUBMITTAL**

The FY 2006 EMPG Subgrant Application (Form EMPG 01-06 and Form EMPG 05-06) must be submitted via email to [larry.nedrow@nema.ne.gov](mailto:larry.nedrow@nema.ne.gov) no later than **1 April 2006**.

## II. FY2006 EMPG APPLICATION GUIDANCE

***The FY2006 EMPG Subgrant application consists of two documents: Form EMPG 01-06 (Application Form), and EMPG 05-06 (Work Plan and Performance Report), both of which are to be completed and submitted electronically to: [larry.nedrow@nema.ne.gov](mailto:larry.nedrow@nema.ne.gov).***

### A. APPLICATION FORM NEMA 01- 06

SAMPLE FORM EMPG 01-06:

1. APPLICANT NAME (Agency):		
2. APPLICANT ADDRESS:		
3. EMPG STATUS: <input type="checkbox"/> Current EMPG Participant <input type="checkbox"/> New EMPG Applicant		
4. SUB GRANT AMOUNT REQUESTED:		
5. DATE SUBMITTED TO NEMA:		
6. NAME(S) OF FULL TIME EMPG FUNDED STAFF:		
7. NAME(S) OF PART TIME EMPG FUNDED STAFF:		
8. CURRENT APPROVED BUDGET:		
Personnel Expense	Operating Expense	Equipment Expense
Other Expense	TOTAL CURRENT BUDGET	
<i>DESIGNATION OF SUB GRANT OFFICIALS</i>		
9.	Emergency Management Coordinator	
Name		
Official Mailing Address		
Daytime Phone Number		
Fax Number		
E-mail Address		
10.	Chief Financial Officer	
Name		
Title		
Official Mailing Address		
Daytime Phone Number		
Fax Number		
E-mail Address		
11.	Authorized Official (i.e. Chief Elected Official)	
Name		
Title		
Official Mailing Address		
Daytime Phone Number		
Fax Number		
E-mail Address		

**B. FORM EMPG 01-06 INSTRUCTIONS**

**INSTRUCTIONS FOR COMPLETION OF THE NEMA  
FY2006 EMERGENCY MANAGEMENT PERFORMANCE GRANT SUBGRANTEE  
APPLICATION (Form EMPG-1-06)**

Open the Application template file and save it as a template and as a unique document. Example: *Fy06 Super County EMPG Application*

Field 1. Enter legal name of applicant that will undertake the sub grant activity.

Field 2. Enter the legal address of the applicant's office.

Field 3. Indicate the applicant status based upon receipt of prior EMPG award(s).

Field 4. Enter the amount of federal dollars you are requesting based upon 50% of your projected eligible expenditures for 12 months.

Field 5. Enter the date the application form is to be submitted electronically to [larry.nedrow@nema.ne.gov](mailto:larry.nedrow@nema.ne.gov).

Field 6. Enter the name(s) of the staff that are funded as full time employees of the applicant (agency).

Field 7. Enter the name(s) of the staff that are funded as part time employees of the applicant (agency).

Field 8. Enter budget amounts based upon your current approved budget.

Field 9. Enter the Name, Mailing Address, Daytime phone #, fax # and email address of the applicant (agency) Emergency Management Director/Coordinator.

Field 10. Enter the Name, Mailing Address, Daytime phone #, fax # and email address of the person responsible for conducting financial activities for the applicant (agency).

Field 11. Enter the Name, Mailing Address, Daytime phone #, fax # and email address of the elected official authorized to sign documents on behalf of the applicant (agency).



### **III. SUBGRANT AWARD GUIDANCE**

#### **A. SUBGRANT AWARD PROCEDURE**

NEMA will evaluate applications and award subgrant funds upon receipt and approval of application. Upon approval of the application, a subgrant award letter (Form EMPG 02-06) will be sent to the respective applicant from the NEMA Assistant Director. The letter will include two attachments: 1) the EMPG Subgrant Award Agreement (Form EMPG 03-06) and 2) the EMPG Subgrant Terms and Conditions (Form EMPG 04-06).

SAMPLE FORM EMPG 02-06:

To: Subgrantee Applicant

From: Al Berndt, Assistant Director

Subject: 2006 Emergency Management Performance Grant (EMPG) Award

I am pleased to provide notice that your jurisdiction has been awarded a subgrant for FY 2006 from the U.S. Department of Homeland Security Emergency Management Performance Grant.

There are two attachments to this notice. Attachment 1 is the Award Agreement showing the dollar amount awarded and the terms and conditions of the subgrant.

Attachment 2 lists the General Terms and Conditions of the subgrant. Please read these carefully, as they explain the procedures that must be followed.

The Award Agreement 1 (Attachment 1) must be signed by the authorized official indicated in your application, dated, and returned to Phyllis Rathjen, NEMA, 1300 Military Road, Lincoln, NE 68508. No financial reimbursement can be provided until the signed Award Agreement has been received by NEMA.

These funds are provided to local governments to establish and maintain individual emergency management programs while simultaneously addressing issues of national concern. Please address program questions to [larry.nedrow@nema.ne.gov](mailto:larry.nedrow@nema.ne.gov).

Form EMPG 02-06

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SAMPLE FORM EMPG 03-06:

**Nebraska Emergency Management Agency  
FY 2006  
EMPG SUBGRANT AWARD AGREEMENT**

Attachment 1

Grantee Organization	Subgrantee Organization
Name: <b>Nebraska Emergency Management Agency (NEMA)</b> Address: <b>1300 Military Road Lincoln NE 68508</b>	Name:  Address:
	Grant Award No.:
Awarding Agency: <b>NEMA</b>	CFDA No.: <b>97-042</b>
Subgrantee Period of Performance:  <b>10-01-2005 through 09-30-2007</b>	Amount Funded this Action:
Project Title:  <b>Fiscal Year 06 Homeland Security Grant Program – Emergency Management Preparedness Grant (EMPG) Subgrant</b>	
Terms and Conditions  <b>*Agreement Terms and Conditions are incorporated by reference to Attachment 2.</b>  <u><b>By signing below the Subgrantee agrees to the Terms and Conditions shown in Attachment 2.</b></u>	
By an Authorized Official of NEMA	By an Authorized Official of
<div style="display: flex; justify-content: space-between;"> <div>                         _____                          Signature   <u>Al Berndt, Assistant Director</u> </div> <div>                         _____                          Date                     </div> </div>	<div style="display: flex; justify-content: space-between;"> <div>                         _____                          Signature                           _____                          Printed Name                     </div> <div>                         _____                          Date                           _____                          Title                     </div> </div>
FORM EMPG 03-06	

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### SAMPLE FORM EMPG 04-06:

#### **FY 2006 EMPG SUBGRANT AWARD**

#### **Attachment 2**

##### **General Terms and Special Conditions**

1. The Subgrantee agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The Subgrantee agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the OJP Financial Guide, Chapter 19. The U.S. Audit Act requires that non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single audit conducted in accordance with OMB A-133.200 Subpart B (b) except when they elect to have a program-specific audit conducted in accordance with paragraph (c) of Section A-133. A copy of these audits must be sent to NEMA thirty (30) days upon receipt by the Subgrantee. (see OMB Circular A-133).
3. The Subgrantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of ODP.
4. The Subgrantee further agrees to comply with the standards put forth in OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments.
5. The Subgrantee agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds for homeland security preparedness.
6. The Subgrantee agrees to comply with the requirements set forth in the "Nebraska Emergency Management Agency FY 2006 Emergency Management Performance Grant Subgrantee Program and Application Guidance" and the "U.S. Department of Homeland Security FY 2006 Emergency Management Performance Grants Program Guidance and Application Kit".
7. The Subgrantee must comply with all federal civil rights laws, to include Title VI of the Civil Rights Act, as amended. The Subgrantee is required to take reasonable steps to ensure persons of limited English proficiency have meaningful access to language assistance services regarding the development of proposals and budgets and conducting Emergency Management Performance Grant-funded activities.
8. The Subgrantee agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
9. Prior approval by NEMA for any changes of this award will be required. Approval for changes must be requested of the Grant Administrator and will be awarded when written or email verification is sent.
10. Subgrant agreements will not be terminated except by circumstances beyond the control of either NEMA or the Subgrantee, by mutual agreement or material breach of the agreement by the Subgrant recipient. Failure of the Subgrantee to comply with any terms and conditions of the grant agreement shall be deemed a material breach of the grant agreement. After failure of the Subgrantee to remedy such breach within thirty days after written notice from NEMA, NEMA shall have the right to terminate the agreement.
11. Title to equipment costing \$5,000 or more and acquired by the Subgrantee with funds provided under this award shall vest in the Subgrantee. When the equipment is no longer needed by the Subgrantee and the per unit fair market value is less than \$5,000, the Subgrantee may retain, sell, or dispose of the equipment with no further obligation to NEMA. If, on the other hand, the per unit fair market value is \$5,000 or more, then the Subgrantee must submit a written request to NEMA for disposition instructions.

**B. AWARD AGREEMENT SIGNATURE**

***The EMPG Award Agreement (Form EMPG 03-06) must be signed by the authorized official indicated on the application form, dated and returned to Phyllis Rathjen, NEMA, 1300 Military Road, Lincoln, NE 68508. No financial reimbursement can be provided until the signed Award Agreement has been received by NEMA.***

## IV. PERFORMANCE REPORTING GUIDANCE

### A. BI-ANNUAL REPORTS

Each subgrantee is required to electronically submit a Work Plan and Performance Report (Form EMPG 05-06) to NEMA every six months until the entire subgrant award funds have been received by the subgrantee. The purpose of the reporting is to document emergency management activities in support of the performance expectations. Provide as much activity information as possible in order to document the performance value of the EMPG Subgrants.

### B. WORK PLAN and PERFORMANCE REPORT (Form EMPG 05-06)

The Work Plan and Performance Report is designed to be completed and submitted as an attached document to an email and should be submitted to: [larry.nedrow@nema.ne.gov](mailto:larry.nedrow@nema.ne.gov).

#### SAMPLE WORK PLAN and PERFORMANCE REPORT

##### EMERGENCY MANAGEMENT PERFORMANCE GRANT

SUBGRANTEE:

DATE:

SUBMITTED BY:

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Statement of Work ☐ - Progress Report 1 ☐ - Progress Report 2 ☐ - Progress Report 3 ☐  
Progress Report 4 ☐ - Progress Report 5 ☐  
(Reports must be submitted electronically to [larry.nedrow@nema.ne.gov](mailto:larry.nedrow@nema.ne.gov))

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##### FY 2006 EMPG Subgrantee Expectations and Statements of Work

1. Expectation: Maintenance of Local Emergency Operations Plans according to State planning standards.

Statement of Work:

PROGRESS REPORT:

2. Expectation: Serve as local point for coordination of U. S. Department of Homeland Security grant programs.

Statement of Work:

PROGRESS REPORT:

3. Expectation: Maintenance of emergency management office and EOC capabilities.

Statement of Work:

PROGRESS REPORT:

4. Expectation: Serve as coordination point for local level disaster preparedness training and exercising.

Statement of Work:

PROGRESS REPORT:

5. Expectation: Serve as coordination point for local disaster response and integration into State Assistance at time of disaster or emergency.

Statement of Work:

PROGRESS REPORT:

## V. EXPENDITURE REIMBURSEMENT GUIDANCE

### A. REIMBURSEMENT PROCEDURE

To receive reimbursement of eligible EMPG costs subgrantees must submit the EMPG Subgrantee Reimbursement Request Form (Form EMPG 06-06) along with necessary source documentation on a quarterly basis to: **Larry Nedrow, 10331 North 145<sup>th</sup> Street, Waverly NE 68462;**

Reimbursement of subgrantee expenditures requires determination of allowable cost and acceptable source documentation. Source documentation includes submission of copies of the original invoice to determine allowable cost and either a copy of payment record or indication of payment document number.

### B. INSTRUCTIONS FOR COMPLETION OF FORM EMPG 06-06

#### SAMPLE SUBGRANTEE REIMBURSEMENT REQUEST FORM

NEBRASKA EMERGENCY MANAGEMENT AGENCY						
EMERGENCY MANAGEMENT PERFORMANCE GRANT#:						
SUBGRANTEE REIMBURSEMENT REQUEST FORM						
FY 2006						
SUBGRANTEE		PERIOD COVERED - FROM:		(1)	TO:	(2)
(3)						
		ALLOWABLE COST CATEGORIES				
ITEM #	DATE	ITEM DESCRIPTION	PERSONNEL	OPERATING	TOTAL	Payment Document #
	(4)	(5)	(6)	(7)		(8)
1					0.00	
2					0.00	
3					0.00	
4					0.00	
6					0.00	
6					0.00	
8					0.00	
9					0.00	
10					0.00	
11					0.00	
12					0.00	
13					0.00	
14					0.00	
15					0.00	
16					0.00	
17					0.00	
18					0.00	
19					0.00	
20					0.00	
21					0.00	
22					0.00	
23					0.00	
24					0.00	
25					0.00	
26					0.00	
TOTAL AMOUNTS EXPENDED			0.00	0.00	0.00	
FEDERAL REIMBURSEMENT REQUESTED					0.00	
I CERTIFY THAT ALL ITEMS LISTED ARE PROPER EMERGENCY MANAGEMENT PERFORMANCE GRANT EXPENDITURES AND HAVE BEEN PAID.						
SIGNED:		(9)	TITLE:		(10)	
Form EMPG 06-06			PAGE		(12)	OF (13)

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### **FIELD 1 – PERIOD COVERED – FROM:**

Enter the beginning date of the time period for which you are requesting reimbursement.

### **FIELD 2 – PERIOD COVERED – TO:**

Enter the ending date of the time period for which you are requesting reimbursement.

### **FIELD 3 – SUBGRANTEE**

Enter the name of the subgrantee organization.

### **FIELD 4 – DATE**

Enter the date the item was purchased or the service provided. List items beginning with the earliest expenditure.

### **FIELD 5 – ITEM DESCRIPTION**

Enter a couple of words that describe the expense.

### **FIELD 6 – PERSONNEL**

Enter the amount of the expense that is defined as personnel cost. Personnel costs include salary, overtime, compensatory time off, and associated fringe benefits. Fringe benefits are those that are paid by the organization (i.e., FICA, Medicare, Retirement, Health Insurance), etc. These costs must comply with OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*.

### **FIELD 7 – OPERATING**

Enter the amount of the expense that is defined as operating cost. Operating cost includes costs to operate the local agency to include but not limited to:

- Rent
- Insurance
- Phones
- IT capabilities
- Utilities
- Office equipment
- Computer and related items
- EOC equipment
- Radios and pagers for administrative purposes
- Professional dues and subscriptions
- Items such as printing, postage, communications, data processing, etc

### **FIELD 8 – PAYMENT DOCUMENT #**

Enter the number of the document generated by the organization to pay the item expense.

### **FIELD 9 – SIGNED**

Enter the signature of the person authorized to submit the reimbursement form.

### **FIELD 10 - TITLE**

Enter the title of the person authorized to submit the reimbursement form.

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### **FIELD 12 - PAGE**

Enter the page number.

### **FIELD 13 - OF**

Enter the total number of pages of the reimbursement form to be submitted.